
U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Assistant Secretary

A-36-001-01 Subject Files

Description: Arranged chronologically by subject. Files containing information relating to the activities of the Assistant Secretary in directing and carrying out the functions, duties and responsibilities of the Bureau of Educational and Cultural Affairs. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to Educational and Cultural Exchange programs. Break files annually.

Disposition: PERMANENT: Transfer to Department's Records Service Center (RSC) three years after cutoff. Transfer to WNRC when ten years old. Transfer to the National Archives twenty-five years after cutoff in five-years blocks.

DispAuthNo: N1-059-05-01, item 1 **Date Edited:** 8/1/2005

A-36-001-02 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Assistant Secretary and assistants in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

Disposition: TEMPORARY: Destroy or delete when no longer needed.

DispAuthNo: GRS 23, item 5(b) **Date Edited:** 3/23/2006

A-36-001-03 Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY: See items a and b for specific dispositions.

DispAuthNo: N1-059-05-01, item 3 **Date Edited:** 8/1/2005

A-36-001-03a Electronic Mail and Word Processing Copies

Description: a. Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-059-05-01, item 3a **Date Edited:** 3/16/2006

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A-36-001-03b **Electronic Mail and Word Processing Copies**

Description: b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-059-05-01, item 3b

Date Edited: 3/16/2006

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Office of the Executive Director (ECA-IIP/EX)

A-36-003-01 Accountable Officer File

Description: Original or ribbon copy of accountable officers' accounts maintained in the Agency for site audit by GAO auditors. Consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement voucher, and all other schedules or vouchers, exclusive of freight records and payroll records.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy six years and three months after period covered by account.

DispAuthNo: GRS 6, item 1(a) **Date Edited:** 3/23/2006

A-36-003-02 Budget Estimate /Justification Files

Description: Copies of budget estimates and justification which have prepared or consolidated in the central budget office of DoS or at the Bureau level. Included are appropriation language sheets, narrative statements, and related schedules and data.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy records one year after close of the fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 3/23/2006

A-36-003-03 Working Papers/Background Material

Description: Cost statements and rough data accumulated in the preparation of annual budget estimate, including duplicates of paper described in item 570.4C; and originating offices' copies of reports submitted to budget offices.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy records one year after close of the fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 3/23/2006

A-36-003-04 Budget Correspondence File

Description: Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy records when two years old.

DispAuthNo: GRS 5, item 1 **Date Edited:** 3/23/2006

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A-36-003-05a	Budget Reports File
Description:	Periodic reports on the status of appropriation accounts and apportionment. a. End of fiscal year annual report
Disposition:	TEMPORARY: These records can be destroyed when five years old.
DispAuthNo:	GRS 5, item 3(a) Date Edited: 3/23/2006
A-36-003-06	Budget Apportionment File
Description:	Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.
Disposition:	TEMPORARY: Cut off at end of fiscal year. Destroy 2 years after cut off.
DispAuthNo:	GRS 5, item 4 Date Edited: 3/23/2006
A-36-003-07	See Chapter 3 of the DoS Record Disposition Schedule (Common Items) for disposition of General Procurement Files.
Description:	
Disposition:	
DispAuthNo:	N1-059-05-13, item 7 Date Edited: 3/23/2006
A-36-003-08a	Personnel Office Records
Description:	a. Correspondence and Subject Files of Operating Personnel Offices Files relating to the general administration and operation of personnel functions including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special career (Summer Aid, Intergovernment Affairs Fellowship, Stay In School, etc.) programs, examinations, paid recruitment program, merit promotion, employee safety program and other not specifically described elsewhere in this schedule. Excluding those at Agency Staff Planning Level.
Disposition:	TEMPORARY: Break annually. Destroy three years after break.
DispAuthNo:	GRS 1, item 3 Date Edited: 3/23/2006

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A-36-003-08b Personnel Office Records

Description: Duplicate Personnel Files

b. Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position authorization, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.

Disposition: TEMPORARY: Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a

Date Edited: 3/23/2006

A-36-003-09 Grant Program Management Files

Description: Contain copies of grant forms, grantee program reports, justifications, budget, payment records, and correspondence relating to grants program administration. File also includes telegrams, memorandums, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals.

Disposition: TEMPORARY: Retire to Records Service Center (RSC) at end of fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

DispAuthNo: N1-059-05-13, item 9

Date Edited: 3/17/2006

A-36-003-10 New Grant Program Administrative Files

Description: This item covers administrative records relating to the solicitation, review, and award process for institutional grants and cooperative agreements administered by ECA. Records include requests for grant proposals, approved solicitation, approved concurrence memorandums, internal approval documentation, and related material.

Disposition: TEMPORARY: Retire to Records Service Center (RSC) at end of fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

DispAuthNo: N1-059-05-13, item 10

Date Edited: 3/17/2006

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A-36-003-11a Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-059-05-13, item 11a

Date Edited: 3/17/2006

A-36-003-11b Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

b. Copies used for updating, revision, or dissemination that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when updating, revision, or dissemination is completed.

DispAuthNo: N1-059-05-13, item 11b

Date Edited: 3/17/2006

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A-36-003-12 Exchanges Statistical Management System

Description: ESMS is an electronic information system that is designed to capture and aggregate statistical data on ECA exchange programs. ESMS data is used to support geographic budget planning and reports for DoS management, the Interagency Working Group (IAWG) on international exchanges and education and training, the Census Bureau, and Congress. For small programs, data is entered manually by ECA program offices. For larger programs (Academics, International Visitors, Cultural and Citizens Exchanges) data is transferred electronically via an annual automated data transfer program. ESMS records include data relating to funds per country; participants per country; employment types; fields of study; sources of funds; and strategic goals by funds and participants. Data spans the period 1996 to present.

Disposition: Temporary. Cut off at end of each fiscal year. Destroy when 15 years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-29, item 1

Date Edited: 12/16/2011

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Deputy Assistant Secretary for Academic Programs (ECA/A)

A-36-004-01 Subject Files

Description: Arranged by subject. Reports containing information relating to the activities of the Deputy Assistant Secretary in directing and carrying out the functions and responsibilities for the Academic programs. Includes correspondence, telegrams, memoranda, letters, policy files, reports, and related material.

Disposition: PERMANENT: Cut off annually. Transfer to Department's Records Service Center (RSC) three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: N1-59-05-02, item 1

Date Edited: 6/8/2005

A-36-004-02 Program Files

Description: Arranged by academic program. Files containing information relating to the activities, functions, duties, and responsibilities of the Executive staff. Includes reports, correspondence, memoranda, telegrams, project records, policy files, and other material related to Academic Exchange Programs.

Disposition: PERMANENT: Cut off when grant ends or is renewed. Transfer to RSC three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: N1-59-05-02, item 2

Date Edited: 6/8/2005

A-36-004-03 Schedule of Daily Activities

Description: Calendars, appointment books, schedules, logs, dairies, and other records documenting the daily activities of the Deputy Assistant Secretary and assistants in an official capacity, created and maintained in hard copy or electronic form. Materials determined to be "personal records" are not covered by this item.

Disposition: TEMPORARY: Destroy or delete when no longer needed for convenience or reference.

DispAuthNo: N1-59-05-02, item 3

Date Edited: 6/8/2005

A-36-004-04 Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY: See items 4a and 4b for specific dispositions.

DispAuthNo: N1-59-05-02, item 4

Date Edited: 6/8/2005

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A-36-004-04a	Electronic Mail and Word Processing Copies
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Description:	Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.
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Disposition:	TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.
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DispAuthNo:	N1-59-05-02, item 4a	Date Edited:	6/8/2005
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A-36-004-04b	Electronic Mail and Word Processing Copies
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Description:	Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.
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Disposition:	TEMPORARY: Delete when dissemination, revision, or updating is completed.
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DispAuthNo:	N1-59-05-02, item 4b	Date Edited:	6/8/2005
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Office of Academic Exchange Programs (ECA/A/E)

A-36-005-01 Subject/Project File

Description: Contain information relating to the activities, functions, duties, and responsibilities of high-level Bureau officials. Includes reports, correspondence, memoranda, telegrams, e-mails, and other material related to the Academic Exchange Programs.

Disposition: PERMANENT: Break files annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

DispAuthNo: N1-59-05-03, item 1

Date Edited: 6/8/2005

A-36-005-02 Program Files

Description: Arranged by country. Contain minutes of staff meetings, reports, memoranda, and correspondence relating to the development of policy and to binational educational exchange commissions.

Disposition: PERMANENT: Break file annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

DispAuthNo: N1-59-05-03, item 2

Date Edited: 12/16/2011

A-36-005-03 General Country File

Description: Arranged by country. Correspondence, reports, memorandums, evaluations, agreements, proposals, telegrams, and other material relating to overall policymaking and coordination relating to the coordination and carrying out of academic programs carried out by various branches.

Disposition: PERMANENT: Break files annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

DispAuthNo: N1-59-05-03, item 3

Date Edited: 6/8/2005

A-36-005-04 American and Foreign Grantee Files

Description: Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data, and related correspondence.

Disposition: TEMPORARY: Cut off on termination of grant. Retire to RSC one year after termination of grant. Destroy five years after termination of grant.

DispAuthNo: N1-59-05-03, item 4

Date Edited: 6/8/2005

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A-36-005-05 Grant Administrative Files

Description: Contain grantee program reports, budgets, and correspondence relating to grant program administration. Break file annually.

Disposition: TEMPORARY: Destroy when two years old.

DispAuthNo: GRS 3, item 14

Date Edited: 6/8/2005

A-36-005-06 Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY: See items 06a and 06b for specific dispositions.

DispAuthNo: N1-59-05-03, item 6

Date Edited: 6/9/2005

A-36-005-06a Electronic Mail and Word Processing Copies

Description: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used to only to produce the recordkeeping copy.

Disposition: TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-59-05-03, item 6a

Date Edited: 6/9/2005

A-36-005-06b Electronic Mail and Word Processing Copies

Description: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when dissemination, revision, or updating is complete.

DispAuthNo: N1-59-05-03, item 6b

Date Edited: 6/9/2005

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A-36-005-07 Academic Exchange Information System (AEIS2)

Description: AEIS2 is an electronic information system designed to track, monitor, and report on ECA-sponsored academic exchange grant activities and grantees. It contains information on individual grants and grantees. Participant and funding data includes grantee application information, participant biographic, and host information. Data spans the period 2003 to the present.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 8/5/2010

A-36-005-07a Academic Exchange Information System (AEIS2)

Description: a. Master File

Content includes detailed information on (1) applicant (name, marital status, citizenship and birth countries, number of accompanying dependents, gender, date of birth, ethnicity, race, naturalization date, title, occupation, address, email, phone, and SEVIS ID); (2) application (grantee institution, grant category, grant country, grant start and end dates, co-op agency); (3) application waiver request (waiver basis, case number); and (4) grant (institution, amount, start and end dates, extension).

Disposition: Temporary. Cut off at end of fiscal year when grant terminates. Destroy/delete 25 years after cut off or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-31, item 1a

Date Edited: 8/5/2010

A-36-005-07b Academic Exchange Information System (AEIS2)

Description: b. Inputs

Electronic records entered into the system during an update process, and not required for audit and legal purposes.

Disposition: Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b

Date Edited: 8/5/2010

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A-36-005-07c Academic Exchange Information System (AEIS2)**Description:** c. Outputs

Ad hoc and recurring reports.

Disposition: Destroy when no longer needed.**DispAuthNo:** N1-059-09-31, item 1c**Date Edited:** 8/5/2010

A-36-005-07d Academic Exchange Information System (AEIS2)**Description:** d. Documentation

Includes Project Plan, Project Schedule, System Requirements Document, and Technical Design Document.

Disposition: Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system to if the outputis needed to protect legal rights, whichever is later.**DispAuthNo:** GRS 20, item 11a(1)**Date Edited:** 8/5/2010

A-36-005-07e Academic Exchange Information System (AEIS2)**Description:** e. Backups

Production database backups - daily incremental and weekly full.

Disposition: Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup.**DispAuthNo:** GRS 20, item 8b**Date Edited:** 8/5/2010

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Office of English Language Programs

A-36-006-01a English Teaching Forum (periodical)

Description: Quarterly journal for teachers of English as a second or foreign language. Begun in 1962; name changed to Forum in 1963. Available electronically beginning in 1993. A complete run in hard copy is maintained in the office.

a. Record set.

Disposition: PERMANENT. Transfer one set of all available issues to the National Archives upon approval of this schedule. Transfer future issues in 5-year blocks or upon accumulation of one cubic foot.

DispAuthNo: DAA-0059-2011-0015, item 4 **Date Edited:** 1/15/2013

A-36-006-01b English Teaching Forum (periodical)

Description: b. All other copies.

Disposition: TEMPORARY. Destroy or delete when business purposes have been served.

DispAuthNo: DAA-0059-2011-0015, item 5 **Date Edited:** 1/15/2013

A-36-006-02 E-Journals

Description: Online-only compilations of pedagogical materials, providing background information, lesson planning, activities, references and resources. Materials are grouped under two broad categories: Language and Civil Society and Language and Life Sciences.

Disposition: TEMPORARY. Delete when superseded or no longer needed for business purposes.

DispAuthNo: DAA-0059-2011-0015, item 6 **Date Edited:** 1/15/2013

A-36-006-03a Curriculum Materials

Description: Literary and other compilations for classroom use, edited for fluency level; background and pedagogical materials for instructors' use; posters and audiovisual materials. Production ranges from titles produced in-house to those produced entirely under contract. Sources are both public domain and copyright.

a. Hard-copy and online materials.

Disposition: TEMPORARY. Destroy or delete when superseded or business purposes have been served.

DispAuthNo: DAA-0059-2011-0015, item 7 **Date Edited:** 1/15/2013

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A-36-006-03b	Curriculum Materials
Description:	b. Audio-visual materials.
Disposition:	TEMPORARY. Destroy or delete when superseded or business purposes have been served.
DispAuthNo:	DAA-0059-2011-0015, item 8
Date Edited:	1/15/2013
A-36-006-04a	Production and Distribution Files
Description:	a. Printing and shipping orders, distribution documents, orders from posts, supply requisitions, galleys and portions of drafts.
Disposition:	TEMPORARY. Destroy 1 year after completion of job, or when business purposes have been served, whichever is longer.
DispAuthNo:	DAA-0059-2011-0015, item 9
Date Edited:	1/15/2013
A-36-006-04b	Production and Distribution Files
Description:	b. Planning files.
Disposition:	TEMPORARY. Destroy when 3 years old, or when business purposes have been served, whichever is longer.
DispAuthNo:	DAA-0059-2011-0015, item 10
Date Edited:	1/15/2013
A-36-006-04c	Production and Distribution Files
Description:	c. Permission and license agreements.
Disposition:	TEMPORARY. Break files annually by fiscal year. Retain in office until agreement has expired. Destroy one year after expiration of agreement, or when business purposes have been served, whichever is longer.
DispAuthNo:	DAA-0059-2011-0015, item 11
Date Edited:	1/15/2013
A-36-006-05a	Contract files
Description:	ECA/A/L/M has contractual arrangements with selected universities (currently UMBC, U. of Oregon and HI Pacific U.) to produce a number of the pedagogical titles, series and videos. a. Files not duplicated in the Grants section of the Office of the Executive Director.
Disposition:	TEMPORARY. Destroy 6 years and 3 months after final payment.
DispAuthNo:	GRS 3, item 3a (1a)
Date Edited:	1/15/2013

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A-36-006-05b	Contract files
Description:	b. All others.
Disposition:	TEMPORARY. Destroy 3 years after final payment.
DispAuthNo:	GRS 3, item 3a (1b) Date Edited: 1/15/2013
A-36-006-06	Field Research
Description:	Electronic and hard-copy files maintained for reference and development.
Disposition:	TEMPORARY. Destroy/delete when business purposes have been served.
DispAuthNo:	DAA-0059-2011-0015, item 12 Date Edited: 1/15/2013
A-36-006-07a	Social Media
Description:	ECA/A/L established an online site ('ning'), "Shaping the Way We Teach English," which is also the title of a hardcopy/video series of pedagogical materials. Contents include interactive webinar series with related materials such as polls and quizzes; comments and responses from other participants and ECA staff; material posted independently by participants; and subsequent discussion threads. a. Webinars.
Disposition:	TEMPORARY. Cut off annually and destroy/delete after 3 years or when no longer needed, whichever is later.
DispAuthNo:	DAA-0059-2011-0015, item 13 Date Edited: 1/15/2013
A-36-006-07b	Social Media
Description:	b. Social Media Management and Operations Records. Documents created or received in the development, design, implementation, operations and maintenance of the site.
Disposition:	TEMPORARY. Destroy/delete upon authorized deletion of the related social media content or when business purposes have been served.
DispAuthNo:	DAA-0059-2011-0015, item 14 Date Edited: 1/15/2013

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A-36-006-08a	Grant Program Administrative Files
Description:	Records relating to the solicitation, review and award process for cooperative agreements administered by ECA. Records include program announcements; RFPs and proposals; MOAs/MOUs; scopes of work; grant and contract agreements; approved solicitations; approved concurrence memorandums; internal approval documentation; periodic reports; forms (DS-1909, Federal Assistance Award, SF-1034, Public Voucher); files on budget, nominations, course descriptions and other topics; and cables and correspondence with Posts, contracting institutions and awardees (individuals and/or institutions, depending on the program) and related material. a. Files not duplicated in the Grants section of the Office of the Executive Director, and/or Post.
Disposition:	TEMPORARY. Destroy/delete 6 years and 3 months after final payment.
DispAuthNo:	GRS 3, item 3a (1a) Date Edited: 1/15/2013
A-36-006-08b	Grant Program Administrative Files
Description:	b. Office copies.
Disposition:	TEMPORARY. Destroy/delete 3 years after final payment.
DispAuthNo:	GRS 3, item 3a (1b) Date Edited: 1/15/2013
A-36-006-08c	Grant Program Administrative Files
Description:	c. Grant Administrative Files. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.
Disposition:	TEMPORARY. Destroy/delete when 2 years old.
DispAuthNo:	GRS 3, item 14 Date Edited: 1/15/2013

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A-36-006-09a	American and Foreign Grantee Files
Description:	Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Records include grantees' application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data, and related correspondence. a. Files not duplicated elsewhere in ECA or at Post.
Disposition:	TEMPORARY. Destroy/delete 10 years after termination of grant.
DispAuthNo:	DAA-0059-2011-0015, item 15 Date Edited: 1/15/2013
A-36-006-09b	American and Foreign Grantee Files
Description:	b. Office copies.
Disposition:	TEMPORARY. Destroy/delete 3 years after termination of grant.
DispAuthNo:	DAA-0059-2011-0015, item 16 Date Edited: 1/15/2013
A-36-006-09c	American and Foreign Grantee Files
Description:	c. Administrative Files. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.
Disposition:	TEMPORARY. Destroy/delete when 2 years old.
DispAuthNo:	GRS 3, item 14 Date Edited: 1/15/2013
A-36-006-10	Program History File
Description:	Reports and other background material maintained for context, assistance to program participants, and ease of reference.
Disposition:	TEMPORARY. Destroy/delete when superseded, obsolete or no longer needed for business purposes.
DispAuthNo:	DAA-0059-2011-0015, item 17 Date Edited: 1/15/2013

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Private Sector Exchange (ECA/EC)

A-36-010-01 Participating Organization Files - Academic and Scientific Organizations

Description: Academic Participants Files - files contain agreements with Academic and Scientific Research organizations, follow up documents, audit records, annual reports, and reports of findings. These documents provide information on the financial and accreditation status of the organizations.

Disposition: TEMPORARY: Destroy three years after organization leaves the Exchange program.

DispAuthNo: N1-59-06-2, item 1 **Date Edited:** 7/6/2006

A-36-010-02 Participating Organization Files -Private Sector Organizations

Description: Private Sector Participants Files. Files contain agreements with Private Sector organizations, follow-up documents, audit records, annual reports, and reports of findings. They also contain incorporation and financial information.

Disposition: TEMPORARY: Destroy three years after organization leaves the Exchange program.

DispAuthNo: N1-059-06-2, item 2 **Date Edited:** 6/29/2006

A-36-010-03 Denied Organization Files

Description: Files maintained on organizations that have been denied participation in program. Includes application and documents produced to identify denial.

Disposition: TEMPORARY: Destroy three years after denial of participation.

DispAuthNo: N1-059-06-2, item 3 **Date Edited:** 6/29/2006

A-36-010-04 Policy Files

Description: Policy file contains documents that provide policy guidance for the program. Records include telegrams, program rules, Federal Register notices, background information, policy directives, correspondence, memorandums, and related regulatory and policy records.

Disposition: TEMPORARY: Destroy five years after policy change.

DispAuthNo: N1-059-06-2, item 4 **Date Edited:** 6/29/2006

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A-36-010-05 Chronological Files

Description: Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division, or other method, and used as a general reading or reference file.

Disposition: TEMPORARY: Destroy when purpose has been served, usually one year (Supersedes NARA Job No. N1-306-89-9, item 12)

DispAuthNo: N1-059-06-2, item 5

Date Edited: 6/29/2006

A-36-010-06 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY: See items 6a and 6b for specific disposition

DispAuthNo: N1-059-06-2, item 6

Date Edited: 7/6/2006

A-36-010-06a Electronic Mail and Word Processing System Copies

Description: a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-059-06-2, item 6a

Date Edited: 6/29/2006

A-36-010-06b Electronic Mail and Word Processing System Copies

Description: b. Copies used for updating, revision, or dissemination that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when updating, revision, or dissemination is completed.

DispAuthNo: N1-059-06-2, item 6b

Date Edited: 6/29/2006

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Chapter 36: Bureau of Educational and Cultural Affairs

A-36-010-07 Exchange Visitor Information System (EVIS), 1986-2003

Description: EVIS contains participant and program data on 1,200 completed Academic, Government, and Private Sector exchange visitor programs and over 2 million exchange visits that required J-1 visas for their participants. Data spans the period 1986 through 2003. These data are used to respond to legal, Congressional and program data inquiries for J-1 Visa Program activity for the period 1986 through 2003. This is a static system with no updates to the data. Beginning in 2004, data collection responsibility for this activity was transferred to the Department of Homeland Security (Student and Exchange Visitor Information System).

Disposition: N/A

DispAuthNo: N/A

Date Edited: 9/7/2010

A-36-010-07a Exchange Visitor Information System (EVIS), 1986-2003

Description: Master File

Contains information on participants and funding for all ECA-funded citizen exchange projects for the period 1986-2003. Data is arranged by participant and fiscal year. Information content includes detailed information on the (1) program (sponsor name and address, status, designation date and history, complaint counts, waiver counts); (2) participant/visitor (name, date of birth, address, citizenship and residency countries, number of accompanying dependents); (3) exchange visit (begin and end dates, funding amounts by category, INS entry and departure dates; and (4) IAP-66/DS-2019 form sent to sponsor organization (number, voided indicator, subject batch tracking number, date batch sent to program sponsor).

Disposition: Temporary. Destroy or delete when 75 years old.

DispAuthNo: N1-059-09-34, item 1a

Date Edited: 9/7/2010

A-36-010-07b Exchange Visitor Information System (EVIS), 1986-2003

Description: Outputs

Standard and ad hoc reports used to respond to queries.

Disposition: Temporary. Destroy/delete when no longer needed for operational purposes.

DispAuthNo: N1-059-09-34, item 1b

Date Edited: 9/7/2010

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A-36-010-07c	Exchange Visitor Information System (EVIS), 1986- 2003
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Description:	Documentation
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Includes system code, help files, user manual, background information, etc., in electronic format stored in project folders and on a CD.

Disposition:	Temporary. Destroy upon authorized deletion of the related electronic records or upon destruction of the output of the system if needed to protect legal rights, whichever is later.
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DispAuthNo:	GRS 20, item 11a(1)	Date Edited:	9/7/2010
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A-36-010-07d	Exchange Visitor Information System (EVIS), 1986-2003
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Description:	Backup Files
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Incremental daily and full weekly backups retained in case the master file or database is damaged or inadvertently erased.

Disposition:	Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.
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DispAuthNo:	GRS 20, item 8b	Date Edited:	9/7/2010
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A-36-010-08	Federal Exchanges Data System (FEDS)
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Description:	The Federal Exchanges Data System (FEDS) enables the Interagency Working Group on U.S Government-Sponsored International Exchanges and Training Programs (IA WG) to collect, manage and report data to the President and Congress on international exchange and training programs sponsored by the Federal Government. The IAWG is currently comprised of members from over 60 Federal Departments and Agencies, including the Department of State and its overseas posts. The Office of Exchange Coordination within the Bureau of Educational and Cultural Affairs serves as the staff for the IAWG and manages FEDS. The Assistant Secretary of the Bureau of Educational and Cultural Affairs (ECA) serves as Chair of the IAWG.
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Disposition:	N/A
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DispAuthNo:	N/A	Date Edited:	11/18/2010
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A-36-010-08a	Federal Exchanges Data System (FEDS)
Description:	<p>a. Master File</p> <p>FEDS collects data by fiscal year. Data includes an Inventory of Programs by Department or Agency, program descriptions, and other program-specific data; participant information by country/region and participant categories, though no personally identifiable information is included; funding information, including sources of funding by organization (private, foreign or federal); and programs linked by DOS/USAID strategic goals. Data spans the period 1998 to present.</p>
Disposition:	<p>Permanent. Cut off at end of fiscal year. Pre-accession data to NARA in 5-year blocks beginning at the end of CY2010 (i.e., 1998-2002 and 2003-2007 block in 2012, 2008-2012 block in 2017, etc.) in a format that meets NARA transfer requirements for electronic records at the time of transfer. Transfer legal custody of data to National Archives 25 years after cutoff.</p>
DispAuthNo:	N1-059-09-30, item 1a
	Date Edited: 11/18/2010
A-36-010-08b	Federal Exchanges Data System (FEDS)
Description:	<p>b. Inputs</p> <p>Member groups currently provide data to FEDS via remote data entry through an e-application to respond to the annual data call. Some respondents still send data via email for IAWG input. However, it is anticipated that in the future all data will be entered directly through a web portal, such as the current member website (www.iawg.org).</p>
Disposition:	<p>Temporary. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as a backup to, the master file or database, whichever is later.</p>
DispAuthNo:	GRS 20, item 2b
	Date Edited: 11/18/2010
A-36-010-08c	Federal Exchanges Data System (FEDS)
Description:	<p>c. Outputs</p> <p>Ad hoc and recurring reports.</p>
Disposition:	<p>Temporary. Destroy when no longer needed.</p>
DispAuthNo:	N1-059-09-030, item 1c
	Date Edited: 11/18/2010

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A-36-010-08d	Federal Exchanges Data System (FEDS)
Description:	d. Documentation Documentation includes Technical Specifications document, Instruction Guide, User Guides, Frequently Asked Questions documentation, DataModel diagram, and topology and connectivity diagrams.
Disposition:	Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates.
DispAuthNo:	GRS 20, item 11a(2) Date Edited: 11/18/2010
A-36-010-08e	Federal Exchanges Data System (FEDS)
Description:	e. Backups Electronic record retained in case the master file or database is damaged or inadvertently erased.
Disposition:	Temporary. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to NARA and successfully copied.
DispAuthNo:	GRS 20, item 8 Date Edited: 11/18/2010
A-36-010-09-14	Reserved
Description:	
Disposition:	
DispAuthNo:	Date Edited: 8/4/2005

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Chapter 36: Bureau of Educational and Cultural Affairs

Deputy Assistant Secretary for Professional and Cultural Exchanges (ECA/PE)

A-36-015-01 Subject Files

Description: Arranged by subject. Reports containing information relating to the activities of the Deputy Assistant Secretary in directing and carrying out the functions and responsibilities for the Cultural Exchange programs. Includes correspondence, telegrams, memoranda, letters, policy files, reports, and related materials.

Disposition: PERMANENT. Cut off annually. Transfer to Department's Records Service Center (RSC) three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: N1-59-05-04, item 1

Date Edited: 6/9/2005

A-36-015-02 Schedule of Daily Activities

Description: Calendars, appointment books, schedules, logs, and other records documenting the daily activities of the Deputy Assistant Secretary and assistants in an official capacity, created and maintained in hard copy or electronic form. Materials determined to be "personal records" are not covered by this item.

Disposition: TEMPORARY. Destroy or delete when no longer needed for convenience or reference.

DispAuthNo: N1-59-05-04, item 2

Date Edited: 6/9/2005

A-36-015-03 Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: See items 03a and 03b for specific dispositions.

DispAuthNo: N1-59-05-04, item 3

Date Edited: 6/9/2005

A-36-015-03a Electronic Mail and Word Processing Copies

Description: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used to only to produce the recordkeeping copy.

Disposition: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-59-05-04, item 3b

Date Edited: 6/9/2005

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A-36-015-03b **Electronic Mail and Word Processing Copies**

Description: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-59-05-04, item 3b

Date Edited: 6/9/2005

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Chapter 36: Bureau of Educational and Cultural Affairs

Office of Citizen Exchanges (ECA/PE/C)

A-36-016-01 Office of the Director

Subject Files

Description: Correspondence, memorandums, reports, telegrams, and other material relating to the activities of the Office of the Director of the Office of Citizen Exchanges.

Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer to RSC when three years old for transfer to a records storage facility. Transfer to the National Archives in five-year blocks when 25 years old.

DispAuthNo: N1-59-05-05, item 1

Date Edited: 2/18/2010

A-36-016-02 Program Files

Description: Reports, plans, correspondence, memorandums, telegrams, and other material relating to exchange programs. Included is documentation about overall policymaking conducted by the Office of the Director. Contains extra copies of incoming and outgoing telegrams, correspondence, and memorandums. Files are for reference only.

Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer to RSC when three years old for transfer to a records storage facility. Transfer to the National Archives in five-year blocks when 25 years old.

DispAuthNo: N1-59-05-05, item 2

Date Edited: 6/9/2005

A-36-016-03 Congressional Correspondence

Description: Contains copies of each incoming Congressional inquiry referred to Citizen Exchanges and copy of the response.

Disposition: TEMPORARY. Cut off at the end of the calendar year. Destroy when 2 years old or no longer needed, whichever is sooner.

DispAuthNo: N1-59-05-05, item 3

Date Edited: 6/9/2005

A-36-016-04 Country Files

DIVISION FILES

Description: Arranged by name of country. Correspondence, reports, memorandums, evaluations, agreements, program proposals, telegrams, and other material relating to overall policymaking and coordination relating to citizen exchanges and to the operation of citizen exchanges carried out by all divisions.

Disposition: PERMANENT. Break file annually. Transfer to RSC when two years old for transfer to a records storage facility. Transfer to the National Archives in five-year blocks when 25 years old.

DispAuthNo: N1-59-05-05, item 4

Date Edited: 6/9/2005

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A-36-016-05 Grantee Files

Description: Contains individual grantee program or project files and team programs involving more than one grantee on all categories of grantees concerning the program. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence.

Disposition: TEMPORARY. Cut off on termination of grant. Transfer to RSC two years after termination of grant for transfer to a record storage facility. Destroy 25 years after termination.

DispAuthNo: N1-59-05-05, item 5

Date Edited: 6/9/2005

A-36-016-06 Project Working Papers

Description: Contains files of program development officer's information (memos, telegrams, other correspondence) on the International Youth Exchange.

Disposition: TEMPORARY. Destroy six months after final action on project report or three years after completion of report if no final action is taken.

DispAuthNo: N1-59-05-05, item 6

Date Edited: 6/9/2005

A-36-016-07 Photo Files

Description: Contains photos of grantees involved with the Youth Exchange Program. The photos contain the grantees and different high-level government officials from around the world. These photos are used for publications and annual reports.

Disposition: TEMPORARY. Transfer to RSC when two years old. Destroy when five years old.

DispAuthNo: N1-59-05-05, item 7

Date Edited: 6/9/2005

A-36-016-08 Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: See items 08a and 08b for specific dispositions.

DispAuthNo: N1-59-05-05, item 8

Date Edited: 6/9/2005

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A-36-016-08a Electronic Mail and Word Processing Copies

Description: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used to only to produce the recordkeeping copy.

Disposition: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-59-05-05, item 8a **Date Edited:** 6/9/2005

A-36-016-08b Electronic Mail and Word Processing Copies

Description: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-59-05-05, item 8b **Date Edited:** 6/9/2005

A-36-016-09 EUREKA

Description: EUREKA is an electronic information system designed to track participants, funding, itineraries, and organization information on all institutional grants and cooperative agreements with U.S. not-for-profit institutions for professional, cultural, and youth exchanges. Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, also known as the Fulbright-Hays Act. Participants may be U.S. citizens who are participating in an exchange program overseas, or non-citizens who are participating in an exchange program in the U.S. EUREKA includes data migrated from legacy systems (Culture Connect Envoys Workflow and its predecessor the American Cultural Specialist Database), and spans the period 1996 to present.

Disposition: N/A

DispAuthNo: N/A **Date Edited:** 8/5/2010

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A-36-016-09a	EUREKA
Description:	a. Master File Information content includes detailed information on (1) the specific exchange project; (2) the not-for-profit organization sponsoring the project; and (3) the participants, including: participant name, program name, disability status, SEVIS ID Number, country of citizenship, gender, date of birth, place of birth, occupation, marital status, passport number, expiration date, and place of issue, Social Security Number, address, and contact information.
Disposition:	Temporary. Cut off at end of fiscal year when grant/cooperative agreement ends. Destroy or delete when 75 years old.
DispAuthNo:	N1-059-09-32, item 1a
	Date Edited: 8/5/2010
A-36-016-09b	EUREKA
Description:	b. Inputs Electronic records entered into the system during an update process, and not required for audit or legal purposes.
Disposition:	Temporary. Delete when data have been entered into the master file or database and verified or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.
DispAuthNo:	GRS 20, item 2b
	Date Edited: 8/5/2010
A-36-016-09c	EUREKA
Description:	c. Outputs Standard and ad hoc reports used for management purposes, as well as data exports to other systems for support services.
Disposition:	Temporary. Delete after recordkeeping copy is produced or when no longer needed for operational purposes, whichever is later.
DispAuthNo:	N1-059-09-32, item 1c
	Date Edited: 8/5/2010

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A-36-016-09d **EUREKA**

Description: d. Documentation

Includes data system specifications and user guides.

Disposition: Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system to if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 20, item 11a(1)

Date Edited: 8/5/2010

A-36-016-09e **EUREKA**

Description: e. Backups

Daily incremental and full weekly production database backups.

Disposition: Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, item 8b

Date Edited: 8/5/2010

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Chapter 36: Bureau of Educational and Cultural Affairs

Office of International Visitors (ECA/PE/V)

A-36-018-01 Exchange Visitor Database-Enhanced (EVDBe)

Description: EVDBe tracks all International Visitor (IV) projects and participants, program costs by project, and participant itineraries in support of the International Visitor Leadership Program (IVLP) which each year brings over 4,000 foreign nationals from around the world, who are current or potential leaders in government, politics, the media, education, the arts, business, etc., to meet and confer with their professional counterparts and experience the U.S. firsthand. Participants may be either fully or partially funded by the Office of International Visitors, which works in concert with a broad range of private, not-for-profit organizations under cooperative agreements with the Department of State. EVDBe supports nominations, assignments to program agencies, and collaboration with program agencies and volunteer groups on project design and production of program books. It contains budget and program data from 1996 to present.

Disposition: See items 01a-01e for disposition instructions.

DispAuthNo: N/A

Date Edited: 11/1/2010

A-36-018-01a Exchange Visitor Database-Enhanced (EVDBe)

Description: a. Master File

Content includes detailed information on (1) the specific IVLP project, including program itinerary and substantive content; (2) the not-for-profit organization administering the project; (3) the volunteer groups assisting with the project; (4) project funding; and (5) the participants, including: participant name, country of citizenship, gender, date of birth, place of birth, occupation, marital status, SEVIS ID number, address and contact information.

Disposition: Temporary. Cut off at end of fiscal year in which project ends. Destroy or delete when 75 years old.

DispAuthNo: N1-059-09-33, item 1a

Date Edited: 11/1/2010

A-36-018-01b Exchange Visitor Database-Enhanced (EVDBe)

Description: b. Inputs

Electronic records entered into the system during an update process and not required for audit or legal purposes.

Disposition: Temporary. Delete when data have been entered into the Master File or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b

Date Edited: 11/1/2010

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A-36-018-01c	Exchange Visitor Database-Enhanced (EVDBe)
Description:	c. Outputs Outputs include summary and detailed reports. Data is also made available to the secured internet IV Programs and Online Resource Directory websites.
Disposition:	Temporary. Destroy when 5 years old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-059-09-33, item 01c
	Date Edited: 11/1/2010
A-36-018-01d	Exchange Visitor Database-Enhanced (EVDBe)
Description:	d. Documentation Documentation includes Technical Specifications document, Instruction Guide, User Guides, Frequently Asked Questions documentation, DataModel diagram, and topology and connectivity diagrams.
Disposition:	Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	GRS 20, item 11a(1)
	Date Edited: 11/1/2010
A-36-018-01e	Exchange Visitor Database-Enhanced (EVDBe)
Description:	e. Backups Production database backups - daily incremental and full weekly.
Disposition:	Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.
DispAuthNo:	GRS 20, item 8b
	Date Edited: 11/1/2010

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A-36-018-02 International Visitors Leadership Program - Project Files

Description: Records created/accumulated in the course of administering the program, which brings individuals identified as potential leaders in a variety of fields to the US to meet with professional counterparts and participate in programs relevant to their field of interest. American embassy staff select the individuals; PE/V provides full or partial funding. PE/V also designs the programs and handles logistics and administration, in concert with non-profit National Program Agencies and volunteer groups known collectively as Councils for International Visitors. Projects may be for individuals or groups; groups may be from one country or a region. The New York Program Branch (ECA/PE/V/C/N) develops that portion of the program for participants visiting New York City. Records are usually arranged alphabetically by country/region, with individual projects alphabetically thereunder. Files typically include participant names and financial allotment, proposed & final budgets, flight approvals, itineraries, program books for each stop (hotel, events, contact people, etc.), interpreter requests, interpreter reports and Post reports.

Disposition:

DispAuthNo: N/A

Date Edited: 4/30/2013

A-36-018-02a International Visitors Leadership Program - Project Files

Description: Files not duplicated in the Exchange Visitor Database-Enhanced (EVDBe)

Disposition: TEMPORARY. Destroy/delete when 75 years old.

DispAuthNo: DAA-0059-2012-0009-0001

Date Edited: 4/30/2013

A-36-018-02b International Visitors Leadership Program - Project Files

Description: Files duplicated in the Exchange Visitor Database-Enhanced (EVDBe)

Disposition: TEMPORARY. Destroy/delete after information has been entered into the system and verified.

DispAuthNo: GRS 20, item 2a(4)

Date Edited: 4/30/2013

A-36-018-03 Special Initiative Programs

Description: Records created/accumulated in developing and administering programs aimed at specific regions, socio-economic groups, professions (the Edward R. Murrow Program for Journalists, for example), or commemorating specific events.

Disposition:

DispAuthNo: N/A

Date Edited: 4/30/2013

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A-36-018-03a	Special Initiative Programs
Description:	Files not duplicated in the Exchange Visitor Database-Enhanced (EVDBe)
Disposition:	TEMPORARY. Destroy/delete when 75 years old.
DispAuthNo:	DAA-0059-2012-0009-0003 Date Edited: 4/30/2013
A-36-018-03b	Special Initiative Programs
Description:	Files duplicated in the Exchange Visitor Database-Enhanced (EVDBe)
Disposition:	TEMPORARY. Destroy/delete after information has been entered into the system and verified.
DispAuthNo:	GRS 20, item 2a(4) Date Edited: 4/30/2013
A-36-018-04	Grants Officer Representative (GOR)/Cooperative Agreement Files
Description:	Office copies of administrative records relating to the solicitation, review, and award process for institutional grants and cooperative agreements administered by ECA. Records include requests for grant proposals, approved solicitation, approved concurrence memorandums, internal approval documentation, and related material.
Disposition:	TEMPORARY. Destroy/delete 3 years after the close of the fiscal year involved.
DispAuthNo:	DAA-0059-2012-0009-0005 Date Edited: 5/10/2013
A-36-018-05	Budget Background Records
Description:	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.
Disposition:	TEMPORARY. Destroy/delete 1 year after the close of the fiscal year covered by the budget.
DispAuthNo:	GRS 5, item 2 (A-03-002-02) Date Edited: 5/10/2013
A-36-018-06	Financial Plans
Description:	Financial plans and related worksheets, quarterly quota sheets, grantee financial reports and communications.
Disposition:	TEMPORARY. Destroy/delete 3 years after close of fiscal year in which prepared.
DispAuthNo:	NC1-59-77-26, item 1 (A-03-0 Date Edited: 5/10/2013

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A-36-018-07	SmartPay Worldwide Purchase Card (Government Credit Card) Files - Arranged by fiscal year
Description:	Copies of monthly credit card statements, receipts, and related documentation. NOTE: Signed original of Monthly Credit Card Statement is maintained by the Office of Finance for 6 years and 3 months (GRS 6, item 1a). Supersedes the International Merchant Purchase Authorization Card (I.M.P.A.C.) program.
Disposition:	TEMPORARY: Destroy/delete after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	N1-59-96-29, item 1 (A-03-004 Date Edited: 5/10/2013
A-36-018-08	Supplies, Services and Equipment (General)
Description:	Description: Records relating to the ordering of supplies, requests for office services and equipment requests and receipts. Included are OF-263, OF-263A, DS-1089 and 1089A, Requisition for Equipment, Supplies, Furniture, Furnishings or Services; DS 5R, Requisition for Publishing, Reproduction, and Distribution Services and related documents.
Disposition:	TEMPORARY. Block annually. Destroy/delete when 2 years old or when no longer needed, whichever is sooner.
DispAuthNo:	GRS 23, item 1 (A-03-011-01) Date Edited: 5/10/2013
A-36-018-09	Duplicate Personnel Files
Description:	Supervisor's Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position authorizations, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.
Disposition:	Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.
DispAuthNo:	GRS 1, item 18a (A-03-009-01 Date Edited: 5/10/2013

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Office of Policy and Evaluation (ECA/P/V)

Office of the Director

A-36-019-01 Program Policy Files

Description: Arranged by subject. Reports containing information relating to the policy and evaluation responsibilities of the Office. Includes correspondence, telegrams, memoranda, letters, policy files, reports, and related materials. Break files annually.

Disposition: PERMANENT: Transfer to Department's Records Service Center (RSC) three years after cutoff. Transfer to WNRC when ten years old. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: N1-059-06-1, item 1

Date Edited: 6/29/2006

A-36-019-02 Administrative Files

Description: Arranged chronologically. Files containing information relating to the activities, functions, duties, and responsibilities of the Office staff. Includes reports, correspondence, memoranda, telegrams, project records, policy files, and other material related to Policy and Evaluation. Break files annually.

Disposition: TEMPORARY: Transfer to Records Service Center (RSC) when one year old or inactive. Destroy when five years old.

DispAuthNo: N1-059-06-1, item 2

Date Edited: 6/30/2006

A-36-019-03 Alumni Database

Description: Database of persons who have participated in a program fully or partially funded by the Bureau of Educational and Cultural Affairs (ECA) or predecessor organizations since 1970 for the purpose of coordinating or arranging alumni activities around the world. Records potentially include the following information: name, sex, birth date, death date, citizenship, home and business addresses, personal contact information about U.S. cities or states visited as part of a program.

Disposition: TEMPORARY: Destroy records no later than 75 years after birth date or earlier, if appropriate.

DispAuthNo: N1-059-06-1, item 3

Date Edited: 6/30/2006

A-36-019-04 Alumni Program Files

Description: Files are organized by ECA component. Contain information on the programs managed by the organization. Describe purpose and aims of the program. Files include correspondence, telegrams, memoranda, reports, project proposal, and related material.

Disposition: PERMANENT: Transfer to Records Service Center (RSC) when program changes or ceases. Transfer to National Archives when 25-years old.

DispAuthNo: N1-059-06-1, item 4

Date Edited: 6/30/2006

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A-36-019-05 Project Evaluations

Description: Evaluations are formal reports prepared by an evaluation officer and are published. The evaluations assess the value of the project, document results and achievements, and determine if the project is successful as planned. Files include an evaluation summary, executive summary, and final report.

Disposition: PERMANENT: Retire completed evaluations and documentation to Records Service Center (RSC) one year after completion. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-06-1, item 5

Date Edited: 6/30/2006

A-36-019-06 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: N/A: See below items for specific disposition.

DispAuthNo: N/A

Date Edited: 12/16/2011

A-36-019-06a Electronic Mail and Word Processing System Copies

Description: a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-059-06-1, item 6a

Date Edited: 6/30/2006

A-36-019-06b Electronic Mail and Word Processing System Copies

Description: b. Copies used for updating, revision, or dissemination, that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when updating, revision, or dissemination is completed.

DispAuthNo: N1-059-06-1, item 6b

Date Edited: 6/30/2006

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J. William Fulbright Scholarship Board (ECA/FFSB)

A-36-020-01 Meeting and Background Files of the Board and Its Executive Planning Committee

Description: Briefing packages for each meeting with agendas and related material; minutes of the meetings including transcripts; correspondence, memorandums, and other materials documenting activities of the Board; and reports of the Board.

Disposition: PERMANENT. Break file annually. Transfer to Department's Records Service Center (RSC) when 3-years old for transfer to a records storage facility. Transfer to the National Archives in 5-year blocks when 25-years old.

DispAuthNo: N1-59-05-06, item 1

Date Edited: 4/19/2006

A-36-020-02 Membership Files. Correspondence and other records concerning members and former members of the Board.

Description: Records that include significant activities and achievements and reports of Board members, past and present.

Disposition: PERMANENT. Break file annually. Transfer file to the Department's Records Service Center (RSC) one year after termination of appointment or when volume warrants for transfer to a records storage facility. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-05-06, item 2

Date Edited: 4/21/2006

A-36-020-03 Reports to Congress. Annual reports from BFS to Congress

Description: Record copy of report and supporting documentation.

Disposition: PERMANENT. Remove and destroy all administrative documents (requests for copies, distribution lists, transmittal lists, acknowledgments of receipt, etc.) when 2-years old. Transfer to the Department's Records Service Center (RSC) when 3-years old for transfer to a records storage facility. Transfer to National Archives in 5-year blocks when latest records are 25 years old.

DispAuthNo: N1-59-05-06, item 3

Date Edited: 4/21/2006

A-36-020-04 Academic Exchange Program Proposals.

Description: Annual program proposals submitted by Foundation Commissions and by other Fulbright exchange programs, includes analysis of the proposals. (Record copies are maintained by the Office of Academic Programs).

Disposition: TEMPORARY. Destroy when 3 years old or when no longer needed; whichever is sooner.

DispAuthNo: N1-59-05-06, item 4

Date Edited: 12/16/2011

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A-36-020-05 Foundation/Commission Treaties

Description: Copies of agreements between the United States relating to academic exchange programs. (Record copies are maintained by the Office of Treaty Affairs).

Disposition: TEMPORARY. Destroy upon termination of treaty or when no longer needed; whichever is sooner.

DispAuthNo: N1-59-05-05, item 5

Date Edited: 4/21/2006

A-36-020-06 Subject and Country Files

Description: Reports, correspondence, telegrams, memorandums, plans, proposals, minutes of meetings, reports, and other documentation. Records relate to the operation of academic exchange programs with specific countries, cooperating agencies, specific institutions and organizations that assist the BFS and are contracted by the Agency to supervise the day-to-day activities of exchange programs, cooperation with other offices in the Department of State, other U.S. Government agencies, other organizations, and other related activities.

Disposition: PERMANENT. Break file as needed. Transfer file to the Department's Records Service Center (RSC) for transfer to a records storage facility. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-05-05, item 6

Date Edited: 12/16/2011

A-36-020-07 Reports Files

Description: Reports of Foundation/Commissions, cooperating Agencies and evaluations thereof. Annual reports submitted by Foundation, Commissions, and Cooperating Agencies.

Disposition: PERMANENT. Break file annually. Transfer to the Department's Records Service Center (RSC) when 3-years old for transfer to a records storage facility. Transfer to the National Archives in 5-year blocks when 25-years old.

DispAuthNo: N1-59-05-05, item 7

Date Edited: 12/16/2011

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Cultural Property Advisory Committee (ECA/P/C)

A-36-021-01 Meeting Files

Description: Contains agendas, memorandums, minutes of meetings, meeting announcements, correspondence, testimony, and other material relating to the policies, plans, and activities of the Cultural Property Advisory Committee.

Disposition: PERMANENT. Break file annually. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 1

Date Edited: 6/9/2005

A-36-021-02 Country Import Restriction Request Files

Description: Arranged by country. Contains requests received by ECA from other countries and referred to the Committee for review. All aspects of the review and investigation process and the preparation of Committee reports, photographs of typical artifacts, lists of experts to identify artifacts, and correspondence and U.S. Customs documents implementing import restrictions are kept. Also, contains records of the Committee's ongoing review of effectiveness of the import restrictions and reports to the President and the Congress.

Disposition: PERMANENT. Retire records to the RSC 2 years after the expiration of restrictions for transfer to a records storage facility 7 years after expiration of restrictions. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 2

Date Edited: 6/9/2005

A-36-021-03 Country Files

Description: Arranged by name of country. Contains files arranged by country and foreign service post. These include correspondence, country plans, foreign legislation, newspaper articles, and any issues and concerns of a specific country.

Disposition: PERMANENT. Break file when restriction expires. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-05-07, item 3

Date Edited: 6/9/2005

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A-36-021-04 Subject Files

Description: Arranged by subject. Contains files relating to the program activities of the Administrative Staff of the Cultural Property Advisory Committee. Included is correspondence, country information, periodical literature, and other material relating to major issues involving international cultural property.

Disposition: PERMANENT. Break file annually. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 4 **Date Edited:** 6/9/2005

A-36-021-05 Ambassador's Fund for Cultural Preservation

Funded Project Program Files

Description: The records covered by this item include reports, plans, correspondence, memorandums, and other material relating to projects funded by the congressionally mandated Ambassador's Fund for Cultural Preservation. Included is documentation about overall policymaking relating to Ambassador's Fund for Cultural Preservation activity.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 5 **Date Edited:** 6/9/2005

A-36-021-06 Annual Reports (Ambassador's Fund)

Description: This item covers the Ambassador's Fund for Cultural Preservation Annual Reports to Congress.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 6 **Date Edited:** 6/9/2005

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A-36-021-07 Cultural Antiquities Task Force

Cultural Heritage Files

Description: The records covered by this item include reports, plans, correspondence, memorandums, and other material relating to the program activities of the congressionally mandated Cultural Antiquities Task Force. Included is documentation about overall policymaking relating to Cultural Antiquities Task Force activities.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 7 **Date Edited:** 6/9/2005

A-36-021-08 Annual Reports (Cultural Antiquities)

Description: This item covers the Cultural Antiquities Task Force Annual Reports to Congress.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 8 **Date Edited:** 6/9/2005

A-36-021-09 Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: See items 09a and 09b for specific dispositions.

DispAuthNo: N1-59-05-07, item 9 **Date Edited:** 6/9/2005

A-36-021-09a Electronic Mail and Word Processing Copies

Description: Copies that have no further administrative value after the recordkeeping copy has been made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.

Disposition: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-59-05-07, item 9a **Date Edited:** 12/16/2011

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A-36-021-09b **Electronic Mail and Word Processing Copies**

Description: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-59-05-07, item 9b

Date Edited: 6/9/2005
